

QUICK REFERENCE CARD OF BOMB THREAT RESPONSE ACTIONS

Record, document, and preserve threat.
Report threat to school security, police, and Central Administration.
Notify staff as appropriate.
Assemble Bomb Threat Response Team at interior Command Center.
Assess the threat and determine response (Search or Evacuate).

SEARCH

Assemble and deploy Search Teams as per plan.
Teams search assigned areas; teachers and staff search own areas.
Hang indicator tags and record search results. If suspicious item found, initiate suspicious item protocol (reverse of this card).

EVACUATE (IF NECESSARY)

Select evacuation routes and assembly areas.
Notify police and fire and request assistance.
Search Teams clear routes and assembly areas.
Notify staff to prepare for evacuation.
Assemble and deploy Evacuation Units and perimeter control.
Give evacuation order. Teachers and staff check own areas, hang indicator tags. Teachers, staff, and students gather belongings and evacuate.
Units supervise, track and report evacuation progress.
Evacuation Coordinator confirms that building is empty.
Evacuate Bomb Threat Response Team to exterior Command Center.
Bring Emergency Kit and Nurses' Trauma Kit.

CONTINUING ACTIONS AFTER EVACUATION

Debrief emergency services and coordinate further actions.
Take attendance and report.
Open Media, Medical, and Parent areas. Brief regularly.
As appropriate, determine Reoccupy or Dismiss action. Reoccupy when suspicious item not found or when it has been cleared by law enforcement. Dismiss in consultation with central administration.
Notify parents, staff, and students. Implement dismissal plan by bus and documented parent sign-out. Ensure all students are dismissed.
Site Decision Maker remains on-scene until situation resolved or until relieved by another administrator.

IF A SUSPICIOUS ITEM IS FOUND

DO NOT TOUCH THE ITEM.

Person or Search Team who found the item reports it to the Site Decision Maker.

Notify Police, Fire, EMS, and Bomb Squad.

Notify other Search Teams and terminate search.

Secure area where item is located, but do not guard it (stay away from the item). If possible and can be done on the way out of the area, open doors and windows near item.

Hang indicator tag.

Notify staff of the situation and direct them to prepare for evacuation.

Select evacuation routes and assembly areas that are away from the suspicious item.

Redeploy Search Teams to clear evacuation routes and assembly areas.

Meet arriving emergency responders and brief them, letting them speak with person who found item and informing them where the item is located.

When evacuation routes and assembly areas are cleared, conduct evacuation as per evacuation protocol.

Law enforcement will assume command of the scene. The Bomb Threat Response Team should remain at the scene to inform and manage evacuees, media, parents, and others as appropriate.

Continue with Reoccupy or Dismiss action, as appropriate.